

Professionals and Professional Faculty Assembly

**MEETING AGENDA**

Thursday, May 7, 2015 8:15 a.m.-9:45 a.m.

Blow Hall

1. Armstrong, Suzie *absent*
2. Baker, Cinnamon *absent*
3. Bengtson, Babs ✓
4. Campbell, Darlene ✓
5. Cartwright, Grace ✓
6. Costello, Carla ✓
7. Crispino, Matthew *absent*
8. Fassanella, Terence ✓
9. Gatling, Sharron ✓
10. Hawthorne, Peel ✓
11. Leatherwood, Claire ✓
12. McBeth, Elaine ✓
13. Moran, Patricia ✓
14. Morse, Linda ✓
15. Noffsinger, Jay *absent*
16. Pada, Maria Elena ✓
17. Sekula, Jennifer *absent*
18. Summs, Julie ✓
19. Tomlinson, Carol ✓
20. Varnell, Lyle ✓
21. Zagursky, Erin ✓

Call to order

Agenda: Review and solicit new items.

Minutes: Review and approve previous meeting minutes  
Approved with one change regarding "Top inefficiencies"

Updates/New Business

**Membership** – Mane has sent out appeal for nominations – 6 terms ending. Lyle is running again. 6 nominees for 6 positions. Ballots are almost ready to go – May 15<sup>th</sup> 8 am activated. We must go through the election process to meet procedural requirements. PPF's must vote for a minimum of 4, max 6. Candidates will be asked to provide a photo – also in future years.

**New members installed end of July - will need to have an orientation** (President/VP and

**Communications Committee** - PPF membership list has been updated. Blackboard site has been retired. A box invitation is forthcoming to current PPFA's.

**ALL Committee Chairs: Send Committee Status/updates to Carla before summer**

**IT Box Demo** - Box is now the recommended means of sharing data. Replaces WMfiles but not individual Pdrives. 100GB of Storage per account.

Search box is very robust – searches titles and contents

Trashed items remain for 14 days before eliminated

Must enable Java to upload (may say you require an update) Do not need to update! (hit “Later”)

Can upload files or folders. Drag and drop or upload button.

Can set up collaborators – SHARE – several options: Can set Password protection or time expiration. **MUCH Better to invite Collaborators than Share a Link!**

Co-owner – good when you leaving the institution but should really be only for someone who is working at the same level as you.

Editor – can do everything except add another owner – DEFAULT is EDITOR

Viewer Uploader - can view all and upload to the folder

Non-campus collaborators – they will need to create a free 10GB account. (Your shared folder does not count against their limit) Students are considered outside collaborators.

You can remove collaborators at anytime.

Box stores all versions of a file (version history) – not necessarily tracks changes

Access Stats - can track if collaborator has viewed it/downloaded/etc

No limit to # of collaborators

**In account settings:**

If you have an alias email, you must add it to your box account (Log and Email Addresses)

Notifications can be set

Can automatically accept incoming collaboration invites

**BOX SYNC**

**Download app to phone, etc. – will use WM credentials – must create a pin**

**Will automatically put folder on your desktop – can work offline – autosyncs when back online.**

**Web interface**

**Will not work with Network drives**

**BOX EDIT: additional app- very useful – collaborators are saving to the cloud – can’t download a version to their own device. Have to set permission level – set PREVIEWER UPLOADER if you want them to be able to save to the cloud.**

**Notes – accessible on main page – useful application for storing project related emails, etc.**

**Remember that anything you want to add to a lower folder in your hierarchy inherits all collaborators from the highest folder (unless you specifically limit it.)**

**More info on the IT website! [it.wm.edu](http://it.wm.edu)**

*Louis and Patty tested the collaborator options after the meeting and concluded that the “Viewer Uploader” option is the best choice to collaborate with non-W&M people. This will*

*allow them to preview the file with Box Edit, make changes and it will save back to [box.wm.edu](https://box.wm.edu) automatically.*

You may find more information on Box here:

<https://www.wm.edu/offices/it/services/storagefilessharing/box/index.php>

**Many, MANY thanks to our “retiring” assembly members!!**

**Linda Morse**

**Mane Pada**

**Erin Zagursky**

**Carla Costello**

**Matt Crispino**

**\*\*\*Next PPFA at VIMS meeting will be June 3, 3:30-4:30 PM. Social hour afterwards!!  
York River Oyster Company - Please RSVP to CARLA if you will/will not attend**